Instructions to the candidates who wish to obtain the Index Number related to G.C.E. (O/L) and G.C.E. (A/L) Examinations conducted from year 1975 to 2019.

1. Download the relevant application (CTA) through the following link of the website of the Department of Examinations.

   Application : https://doenets.lk/documents/downloads/certificates-application-forms/Serch%20of%20Index.pdf

2. Print the application and complete it correctly.

3. Here you must specify **the year and the center you appeared for the Examination and your full name** (as stated in the exam application) accurately.

4. For each application, credit the amount of Rs.150.00 to the following account number of the Bank of Ceylon and obtain the copy of the receipt or the screenshot. (only for online payment)

Account number of the BOC	-	**7041228**
Name of the Account	-	Department of Examinations, Sri Lanka
Branch	-	Battaramulla

5. Email the following documents to the email address doecertificates@gmail.com

   - Duly filled applications
   - Copy of the receipt of payment / screenshot
   - Clear photograph/ scanned copy of the National Identity Card/ valid Driving License/ valid Passport

6. Type only "Index Number" and enter the "applying date" and "telephone number" as the title of the email message.

7. Index number could be issued under the above procedure only if you have provided the relevant information (Eg: Name of the exam, Year and the center of the exam you appeared for etc.) accurately.

8. Requests with invalid and vague applications or receipts and the requests without all the required documents have to be cancelled without prior notice.

9. Index number could be issued only if the official records with respect to your request are available at this department.

10. Once the officers of the Department of Examinations have verified your index number with respect to the details provided by you, it will be sent to you as a reply message to your email address.